

## Complete Details and Steps to Follow FTZ 281

**There are three phases to the application process for becoming an FTZ Operator:**

- Phase 1: Application with PortMiami
- Phase 2: Approval from the Foreign Trade Zone Board (FTZB) and FTZ Site Operator Agreement
- Phase 3: Activation from CBP and Grantee Approval

The FTZB must authorize Usage-Driven Sites, Subzones, and new Magnet Site. An Operator at an existing Magnet Site does not need approval from the FTZB, but must still apply with the Port and Activate with CBP and the Grantee. To apply to be an Operator at an existing Magnet Site, complete Phases I and III. To apply for a Usage-Driven Site or Subzone, Operators must complete Phases I, II and III. For complete details regarding each step of the Application Process, see Appendix A of FTZ 281 Guidebook.

- **Phase 1: Application with PortMiami**

1. Review and understand all aspects of pertinent documents (go to: <http://www.miamidade.gov/portmiami/ftz.asp>)
2. Download and complete the Minor Boundary Modification application (go to: <http://ia.ita.doc.gov/ftzpage/applications.html>)
3. Submit application and application fee (Contact Diana Gonzalez at: ftz281@miamidade.gov)
4. Background check by PortMiami (Port to conduct)
5. Site visit by PortMiami (schedule with Diana Gonzalez)
6. CBP concurrence letter (Port to conduct)
7. Submission of application to FTZB by PortMiami (Port to conduct)

- **Phase 2: Approval from the FTZB and FTZ Site Operator Agreement**

1. Application review by FTZB
2. Signing of Operator Agreement (Diana Gonzalez will provide a copy of the agreement)

- **Phase 3: Activation from CBP and Grantee Approval**

1. Grantee provides copy of the FTZB approval (Diana Gonzalez will send a copy to the applicant along with signed Operator's Agreement)
2. CBP begins activation process (Contact CBP Chief Bruce Boswell to apply)
3. ICE background check (CBP to conduct)
4. An Activity Code for Bond (CBP to conduct)
5. Provide Security Standards (CBP to conduct)
6. CBP site visit (coordinate with CBP)
7. CBP issues firm code
8. CBP will contact Grantee to advise of activation
9. The Port contacts the Operator (Diana Gonzalez will contact the Operator to advise of CBP activation and request payment of annual fee)
10. Payment of annual fee (check to be made out to "PortMiami")
11. Operator agreement becomes binding upon payment of annual fee
12. Congratulations, you're an active FTZ site!